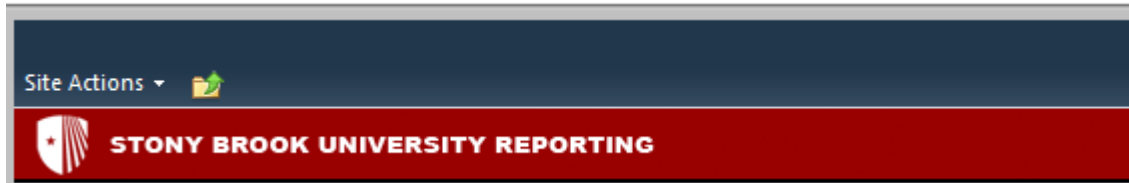


## ACCESSING THE STONY BROOK UNIVERSITY REPORTING SYSTEM (SBUR)

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SBU Reporting is a web-based portal that provides access to ready-made reports. These reports are run from the Enterprise Data Warehouse for Admissions, Student Records and Financial data loaded daily from PeopleSoft. In addition to the daily data load, Admissions and Student also stores data “Snapshots”.

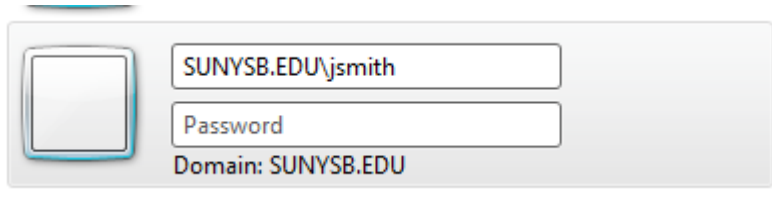
### SET UP FOR YOUR PC

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1. To use SBU Reporting from your desktop, you must be signed on to your PC with your SUNYSB.EDU netid.
2. In addition, you need to use the IE Internet Explorer Browser.

*WHY? The reason is your SUNYSB.EDU credentials will provide you access to the SBUR System, and the IE Browser will automatically log you in and pass those credentials through for you to access your reports. Once you are logged on to your PC, the SBUR system will automatically recognize that you are signed in.*

PC Login screen: For example, SUNYSB.EDU\jsmith



### LINK TO SBUR:

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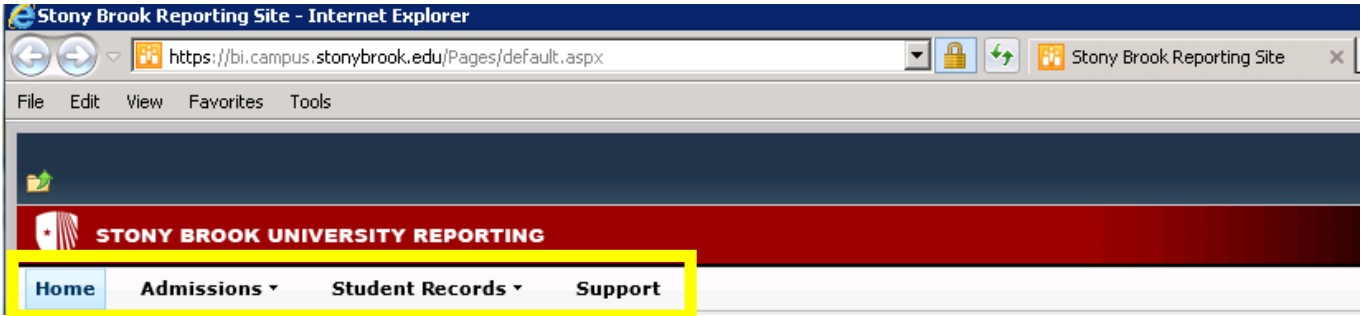
<https://bi.campus.stonybrook.edu/>



\*Remember to use Internet Explorer

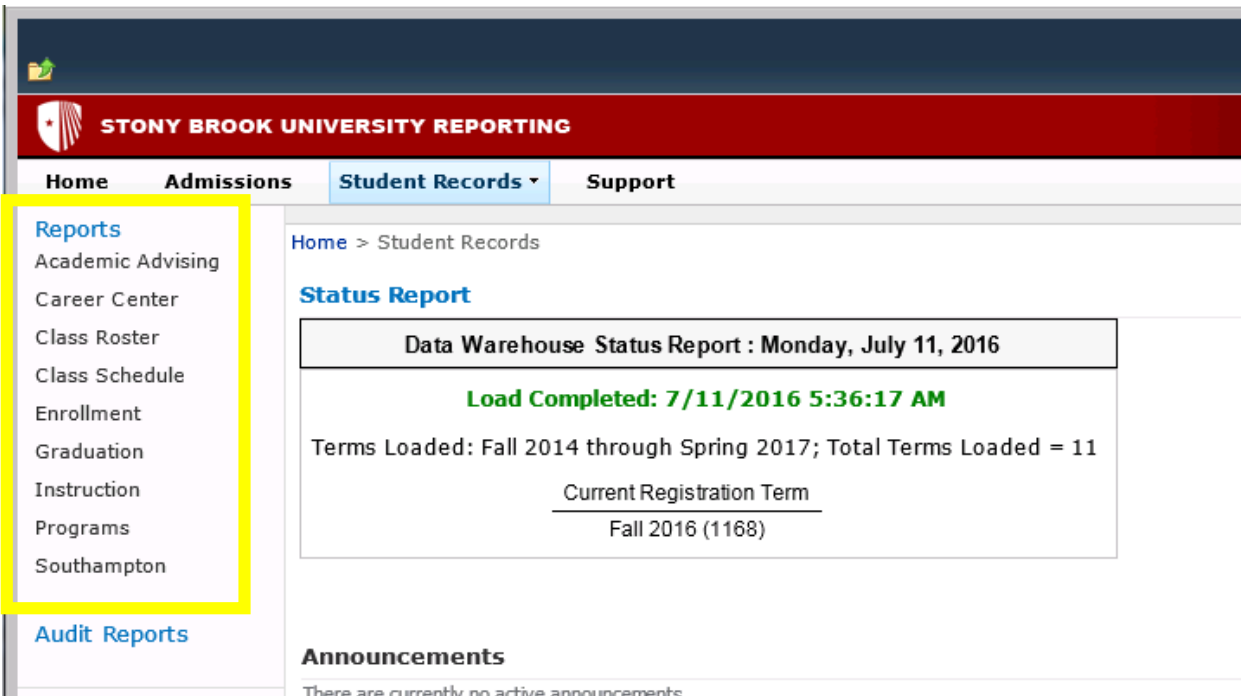
## TOP LEVEL NAVIGATION

Along the top, you will see the horizontal navigation links to functional areas you have access to.



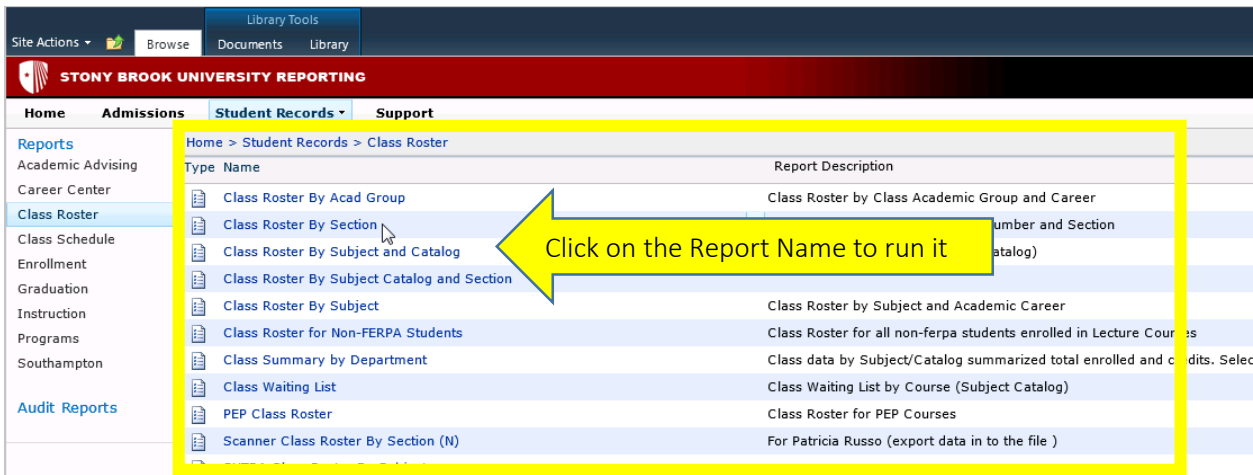
## LEFT NAVIGATION

When you select a functional area along the top navigation, you will see Report Libraries along the left side navigation.



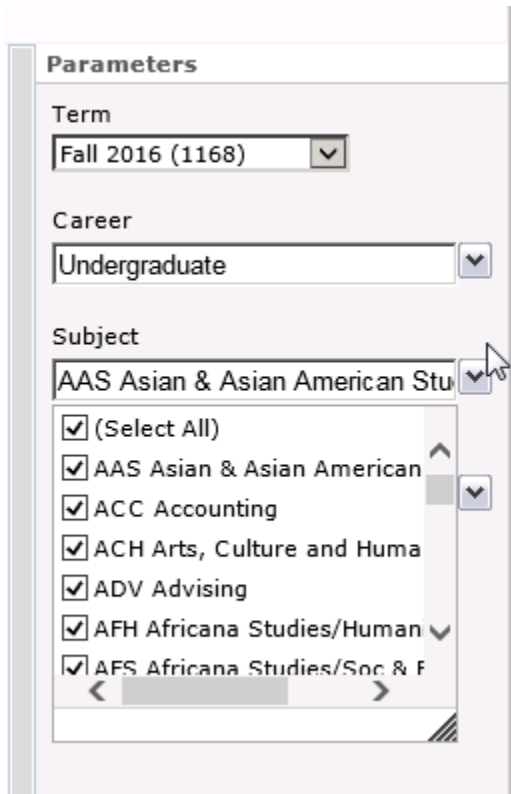
## RUN A REPORT

When you open a Report Library, in the central content area of the page, you will see a group of reports that you can run.

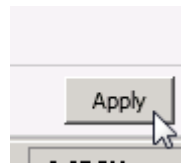


## REPORT PARAMETERS

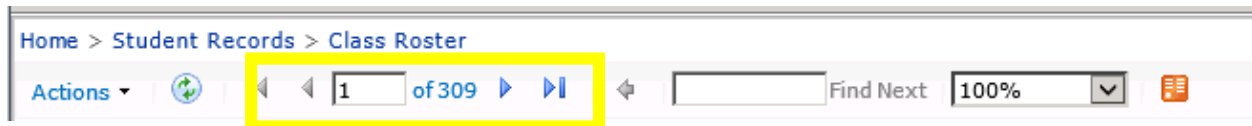
You will be prompted to select Report Parameters



The "Apply" button in the bottom Right Corner will apply your paramters and run the report



### PAGE FORWARD OR BACK

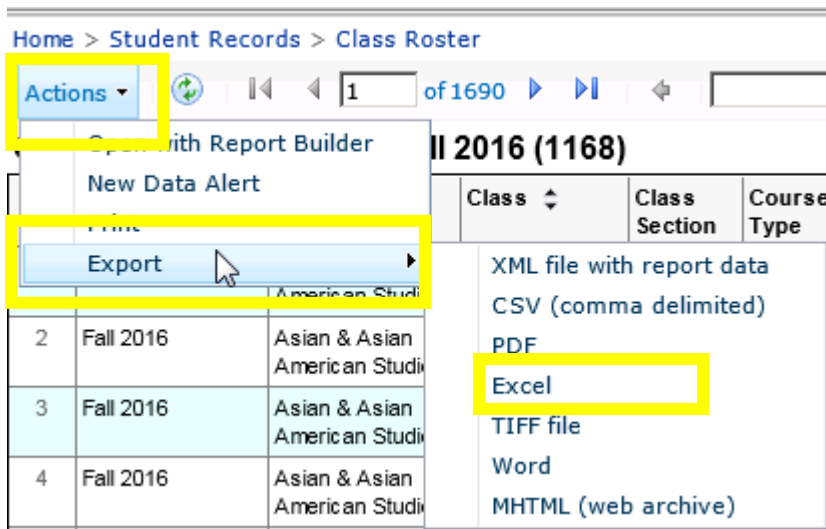


### SEARCH FOR TEXT IN REPORT



### EXPORT TO EXCEL

You can Export your report to excel from “Actions” > “Export” located in the Top Left side of the report



### BREADCRUMB NAVIGATION

You will always have a Breadcrumb navigation to help you navigate back

